



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date February 14, 1977	1. Agency Address Georgia Postsecondary Education Commission 2970 Peachtree Road, N.W., Suite 620 Atlanta, Georgia 30305	Application Number 77-60	
Application Number		Date Received FEB 21 1977	Date Completed MAR - 4 1977
2. Person to Contact Daniel D. Burns, Jr.		Working Title Senior Planner	Telephone Number (404) 233-5449
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1970 Latest Present	5. Records Series Title (followed by title used in office, if different) Higher Education General Information Survey File		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Commission is the State agency, established pursuant to Section 1202 of the Education Amendments of 1972, responsible for developing a process of comprehensive statewide planning for the expansion and improvement of postsecondary education. Its missions are: (a) to stimulate the development of a coordinated planning process in Georgia; and (b) to take all action necessary to enable Georgia to obtain grants and technical assistance from the Federal Government.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: surveying public and private colleges and universities throughout Georgia with respect to enrollments, completions, finances, library resources, employees and facilities. Included are: copies of survey forms as returned from institutions (Original survey forms are forwarded to the U.S. Office of Education); relevant correspondence. File is arranged: chronologically by annual survey; thereunder alphabetically by institution.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. Published by Federal Government
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. In various formats in Georgia Postsecondary Educ. Commission research reports.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? U.S. Office of Education, Department of Health, Education & Welfare.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 4 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 4 _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature) <i>[Signature]</i> Executive Director	Date 2/17/77	Records Management Officer (Signature)	Date
77-60		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee <i>[Signature]</i>	2-3-77
		Secretary of State/Designee <i>[Signature]</i>	2-28-77
		Attorney General/Designee <i>[Signature]</i>	3-3-77